

**BE SAFE
CHICAGO** ★★



**Be Safe. Higher
Education**

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What's in this guide?



Gradually Resume
(Phase IV)

Cautiously reopening Chicago requires:

Healthy interactions

Social distancing



Limitations on physical distance to other individuals

Gathering size



Limitations on gatherings of individuals

Protective gear



Use of protective gear by individuals

Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access



Entry/exit condition for access to space

Cleaning standards



Actions taken to disinfect space

Visual guidance



Hygiene resources and guidance posted in space

Workplace conditions



Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Flexible models



Flexibility with sick leave, remote work (when possible)

Operational resiliency



Support for operational flexibility (e.g., multiple shifts)

Travel guidelines



Restriction of movement of people between locations

Testing / tracking



Facilitation of testing and tracking

- Recommended guidance -

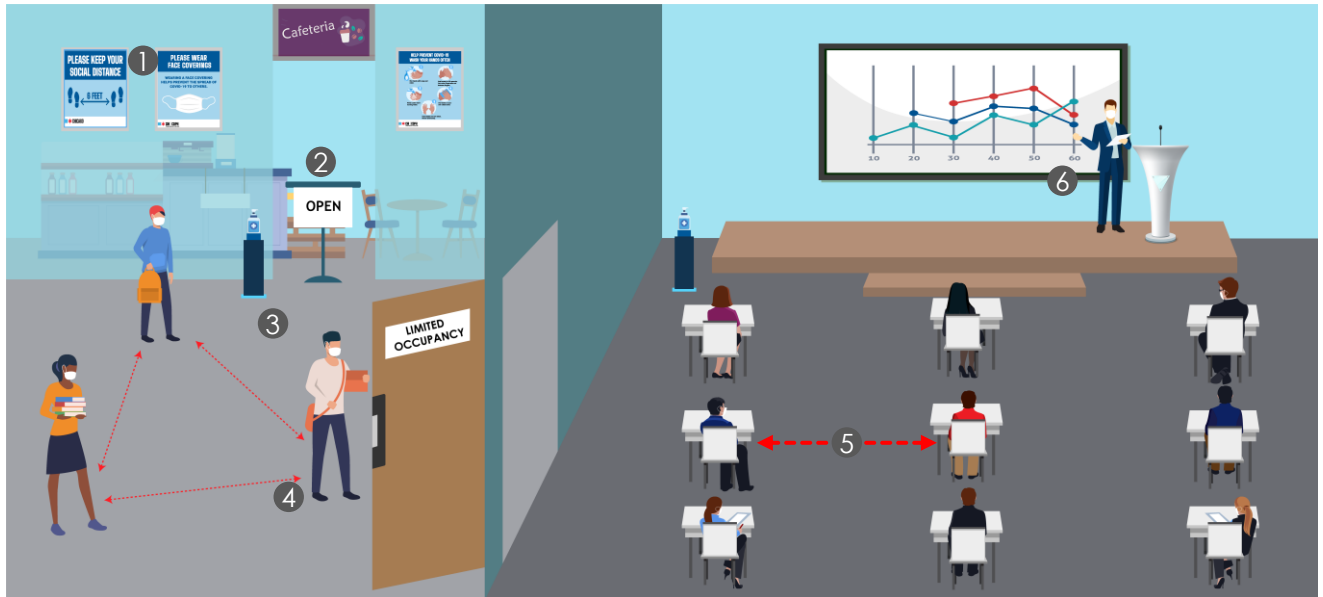
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Illustrative example



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What may be different?

- 1 Visual signage** posted throughout facility regarding hygiene, social distancing, PPE, and more
- 2 Ancillary services** (e.g., food service) operating according to relevant industry guidelines
- 3 Cleaning products available** in each classroom, cafeteria, or other gathering space
- 4 Hallways have adjusted or suggested traffic** flows to limit congregation
- 5 At least 6 ft. of distance provided** between **all students** in a classroom
- 6 Face coverings** are worn **at all times** by all individuals

- Recommended guidance -

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Healthy interactions



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Encourage social distancing >6ft in common areas (e.g., lobbies, hallways, rooms)

- Ensure at least 6 ft. of distancing between staff, faculty, and students throughout facilities (e.g., lobbies, rooms)
- Install protective barriers in between stations (e.g., computers) where social distancing is not possible
- Students living in the same dorm / apartment may be treated as a household to allow more than one occupant per room
- Ensure in-person classes promote at least 6 ft. social distancing throughout the space, including during ingress / egress



Limit classroom capacity

- [CLICK HERE to view more specific Higher Education Phase IV capacity restrictions](#)
- Limit classroom occupancy, as well as all other gatherings of individuals (e.g., employees, students, general public) in cafeterias, meetings rooms, and other gathering points
- Limit congregation of student and faculty in hallways
- Optimize elevator occupancy, utilize floor markings and/or signage, and minimize the size of gatherings in elevator lobbies and other public areas when practicable

- Recommended guidance -



Require face coverings for all individuals

- In any outdoor and indoor common spaces, face coverings must be worn by all individuals over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Do not require face coverings in any setting where it may cause a safety hazard (e.g., specialized laboratory); if face coverings are not possible, take extra precautions (e.g., social distancing)
- Staff, faculty, and students in individual office spaces or individual rooms can remove face coverings when alone but should wear them when leaving these spaces or if someone joins them



Provide hand sanitizer at ingress and egress points, and throughout facilities

- Provide personal cleaning resources for employees and students at all key locations throughout the campus, including near high-touch items and common areas (e.g., entrances to buildings, outside restrooms and cafeterias)
- Encourage staff and students to wash hands upon entering facilities, and regularly throughout the day
- Limit use of shared items and equipment (e.g., keyboards)
- Encourage employees to complete health and safety training related to COVID-19 prior to returning to premises

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Safe spaces and working conditions



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Evaluate ingress and egress points to maximize social distancing and limit physical contact

- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic
- Prior to entering campus or buildings, or attending other school event, staff and students should self-screen (e.g., questionnaire - see appendix) to ensure no symptoms of COVID-19
- Deny access to any individuals attempting to enter building/campus who are ill or exhibit COVID-19 symptoms
- Allow visitor access to campus if following standard public health guidance (e.g., face coverings, social distancing, handwashing)
- Provide one-way entry/exit for every building, where feasible

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Safe spaces and working conditions



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Clean daily and more frequently in/around high-traffic areas

- Follow cleaning guidelines outlined by CDC
- Ensure cleaning products are available in each classroom, cafeteria, or other gathering space, and instruct students disinfect shared equipment or furniture before and after each use
- Clean and disinfect classrooms, labs, and conference rooms at the end of each day
- Disinfect shared workstations (e.g., security posts) between every shift
- Frequently wash/sanitize bathrooms, doorknobs, light-switches, offices, and other high touch areas
- For campus residences with shared bathrooms, ensure frequent cleaning and disinfecting of space; provide cleaning products in shared bathrooms for student use, where possible
- For campus residences with individual / suite-style bathrooms, provide signage to remind students of proper cleaning procedures and to encourage frequent cleaning and disinfecting



Display signage at entry/exit points and other high-traffic areas

- Maintain visual guidance on hygiene standards, distancing, and cleaning protocols
- Where practical, consider postage of visual markers 6 ft. apart to encourage social distancing
- If possible, use visual cues to modify traffic flow to minimize contact between individuals (e.g., assigning designated entrances and exits)
- Display maximum occupancy signage in all classrooms in use

- Recommended guidance -

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Safe spaces and working conditions



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Identify all choke points (e.g., corridors, entrance), and ensure distancing norms are maintained

- Encourage individuals to use reusable water bottles, and provide disposable cups near drinking fountains, where possible; promote appropriate use of drinking fountains (e.g., do not place mouth on the spout and clean hands after touching surfaces)
- Where possible, move furniture in common areas to promote social distancing (e.g., lobbies and residence halls)
- Encourage use of stairways, and if feasible, reorganize traffic flow to be unidirectional
- Operate ancillary services (e.g., food service, retail, fitness centers) according to relevant industry guidelines



Adopt strategies to ensure on-campus housing reopens safely

- Create a move-in policy that minimizes interactions (e.g., control traffic flow, schedule move-in times)
- Provide reasonable and appropriate accommodations for isolation and quarantine of students living on campus
- Limit guests in campus resident halls; All guests should adhere to health guidelines (e.g., face coverings, hand hygiene, social distancing)
- Monitor gatherings of individuals in the residents halls with dedicated staff (e.g., RAs), where appropriate
- Reference the City of Chicago guidelines for Residential Buildings and/or Hotels and Accommodations for additional guidance on operating residence halls, where necessary (e.g., common spaces resident hall tours, mailrooms)

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Operations and monitoring



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**Flexible
models**



**Operation
resiliency**



**Travel
guidelines**

Continue working remotely as much as possible

- Provide reasonable and appropriate accommodations for remote work and learning for students, faculty, and staff who are at higher risk for severe illness
- Encourage faculty to work remotely where practical
- Faculty encouraged to host virtual office hours when distancing in individual offices is not possible

Stagger shifts and develop cohorts

- If possible, stagger shifts and group individuals into stable cohorts
- Encourage adoption of phased workdays/ workweeks to reduce space occupancy

Limit school-sponsored travel; follow CDC guidance on returning from travel

- Suspend domestic and international travel; exceptions for essential travel with prior approvals for critical purposes only
- Develop procedures and communications for having students, faculty, and staff self-quarantine when returning from travel in accordance with CDC guidance
- Any international employee or student returning to campus should self-quarantine according to CDC guidance (based on general travel guidance and country-specific guidance)

- Recommended guidance -

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Follow CDPH and CDC guidance for testing and tracing protocols

- If employee or student contracts COVID-19, they must follow all CDC guidelines before returning to work / classes
- If an employee or student is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee or student who has had close contact any other person who is diagnosed with COVID-19, or has traveled in a high-risk area as designated by the CDC, should self quarantine according to CDC guidelines
- If a building or facility becomes aware of 2 or more cases possibly associated with an establishment over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak



Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?



General workplace guidance

National resources for further guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

CDC – *Guidance for Businesses and Workplaces*
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

OSHA *Guidance on Preparing Workplaces for COVID-19:*
<https://www.osha.gov/Publications/OSHA3990.pdf>

IBHE- Safely Launching Academic Year 2020:
https://www.ibhe.org/pdf/IBHE_Guidance_062220.pdf

US Department of Education – *COVID-19 Information and Resources for Schools and School Personnel:* <https://www.ed.gov/coronavirus>

CDC – *Guidance for colleges and universities:*
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Supplemental Guidance from CDC – *Reopening guidance on cleaning:*
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Higher Education guidance

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